



**City of Shreveport
Department of Community Development
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**



**YOUTH SERVICES
REQUEST FOR PROPOSAL
March 2, 2021
CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
WIOA REQUEST FOR PROPOSAL**

I. GENERAL BACKGROUND AND PURPOSE

The City of Shreveport, Department of Community Development (DCD), and the Shreveport Local Workforce Development Board (LWDB 71), is Requesting For Proposals (RFP) from qualified organizations that are interested in providing year-round services to eligible youth in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, which hereby supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973; the State of Louisiana Interpretations, the LWDB plans and policies, and in accordance with the Local Workforce Development Area 71 (LWDA 71) requirements.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant, regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

Training and Employment Guidance Letter WIOA No. 21-16 **Background:** Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Title I of WIOA affirms the Department of Labor's (DOL) commitment to providing high-quality services for youth, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, such as pre-apprenticeships or internships, for in-demand industries and occupations and culminating with employment, enrollment in postsecondary education, or a Registered Apprenticeship.

The Shreveport WIOA Youth Program (SWYP) is funded by WIOA Title I. Final Rules 20 CFR, published on August 19, 2016. All parties contracting with the WDB must comply with US Department of Labor Employment and Training Administration WIOA laws and regulations. Administration and operation of this program is subject to compliance with WIOA State policies issued by the Louisiana Workforce Commission. Please reference the following resources:

- US Department of Labor Employment and Training Administration website at www.doleta.gov for guidance on WIOA reauthorization and key principles. This site includes links Training and Employment Guidance Letter 23-14, relating to youth

transition from WIA to WIOA; and the Notices of Proposed Rulemaking which Part 681 is specific to youth services.

- Federal policy information is posted at www.doleta.gov/usworkforce.
- Region 7 WIOA 2020-2024 Regional/Local Plan is available at <https://www.shreveportla.gov/908/Workforce>

Title 1 of the WIOA authorizes services for Out-of-School youth, ages 16-24, and low income, In-School youth, ages 14-21. The Act requires a comprehensive program of services for youth on a year-round basis, including summer employment activities. The Act specifies that if the LWDB procure program services for youth then services must be attained on a competitive basis. All eligibility determinations and selections for enrollment will be the decision of the Department of Community Development, the administrative entity for the Grant Recipient. The program activities will be administered through the Workforce Development Bureau and its contracted Service Providers. Verbal agreements or instructions from any other source are not authorized or binding on the City of Shreveport Department of Community Development (DCD).

Proposals funded under this solicitation must be geared toward the benefit of the WIOA participants to be enrolled. Title 1 of the WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. WIOA reinforces the partnerships and strategies necessary to provide youth with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

Programs should be aimed at ensuring that economically disadvantaged youth in-school and out of school have the opportunity and support needed to become productive members of the workforce and achieve economic self-sufficiency. Benefits to the community or other agencies should be secondary to that of the participants.

Department of Community Development/Local Workforce Development Board reserve the right to award contracts to successful bidders based on a satisfactory rating and availability of funds. Only programmatic activities will be considered for funding.

WIOA legislation calls for youth programs that focus on the following:

- Significantly increased services to out-of-school youth ages 16-24;
- High school dropout recovery;
- Achievement of recognized post-secondary credentials;
- Career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies;
- Closer linkages to the local labor markets; and
- Required connections between WIOA-funded youth programs and the one-stop system providing information on the full array of appropriate services that are available to youth.

The WDB is interested in cost efficient, collaborative efforts that result in comprehensive services to youth. Effective programs require the involvement of local partners providing input

on the proposed program design and coordination of service delivery with other youth services available throughout the community.

Administrative Entity:

City of Shreveport Department of Community Development
Workforce Development Bureau

Contact:

Bonnie Moore, Director
Department of Community Development
Workforce Development Bureau
P. O. Box 31109, Shreveport, Louisiana 71130
(318) 673-5900

Due Date:

Proposals are due by **5:00 p.m. on April 9, 2021.** Please submit **one electronic copy and three original copies** secured with a binder clip with a label (which lists proposer's agency name and the Parish) of the proposal along with required attachments. **Any proposals submitted after 5:00 p.m. on due date will not be accepted.**

II. RFP TIMETABLE/RESPONSE DEADLINE

1. Proposal Deadline: **Friday, April 9, 2021 at 5:00 p.m.**
All proposals must be received by this date and hour, or postmarked a minimum of three (3) days prior to the due date to be responsive to this RFP. Proposals will not be accepted after 5:00 p.m. deadline on the due date. Any modifications to the original proposal must be received prior to the closing date deadline. Proposals may be hand delivered to:

Penny Butler
Department of Community Development
Workforce Development Bureau
401 Texas Street, Shreveport, Louisiana 71101

Or mailed to:

Penny Butler
Department of Community Development
Workforce Development Bureau
P. O. Box 31109, Shreveport, Louisiana 71130

Or e-mailed to:

Attention: Penny Butler
Community_Development_Youth@shreveportla.gov

2. Funds available under this RFP will primarily be for **program training costs.**

Actual funding levels may vary, based on allocation levels administered by the U. S. Department of Labor and the Louisiana Workforce Commission

3. Pre-Bidder's Orientation: A Pre-Bidders Orientation will initiate via a Zoom meeting **Thursday, March 11, 2021 at 2:00 P.M. to 3:00 P.M.CST. Bidders must contact Penny Butler by noon March 9, 2021 to be added to the teleconference** with name of individual(s) that will be in attendance and an email and phone number for a contact with that agency that will be in attendance via Zoom to the orientation. Login information will be made available on our website: <https://www.shreveportla.gov/908/Workforce> **after 2:00 pm March 9, 2021.**

III. Evaluation Criteria

The intent of the evaluation process is to certify that each proposal received meets the basic qualifying conditions and to determine the overall quality of each proposal. Proposals must pass an initial technical review for completeness and responsiveness to the RFP. Reviewers will consider when evaluating specific aspects of the RFP some key factors like: clarity of descriptions and explanations; feasibility and reasonableness of the RFP plan, including relative budget line items compared to proposed services; and demonstrated understanding of the WIOA requirements as outlined in federal and state laws and regulations. An emphasis will be placed on career pathways and sector strategies in moving youth to self-sufficiency, serving a diverse population, and developing partnerships.

The following criteria will be used to evaluate and approve proposals:

A. Youth program elements. (50 points)

B. Statement of Work (50 points)

1. Program design (e.g. appropriateness of training, content, curriculum, sequence and schedule of activities, linkages, target groups, etc.);
2. Qualification of Personnel and Personnel Policies.
3. Fiscal accountability and overall management capacity;
4. Quality of training; materials to be utilized, training outline, and timetable.
5. Methods used to measure progress.
6. Potential for job placement and/or participant achievement of a degree or certificate.
7. Strategy (or plan) for providing post-exit follow up services for youth participants.

C. Bonus Points

(5 points)

Priority will be given to those agencies who have demonstrated experience in meeting performance standards and contract goals and objectives of WIOA prior youth contracts.

D. Required attachments/Budgets

(Mandatory)

The WDB may:

- Accept or reject any or all proposals received. All solicitations are contingent upon availability of funds.
- Request additional data, changes, and documentation.
- Request an oral presentation of the bidder's proposal to the RFP Review Committee after its opening.
- Select a service provider, based on initial offers received, without discussion of such offers. Initial offers should be submitted on the most favorable terms from a price and technical standpoint that the Bidder can submit.
- Fund part or all of a proposal even though it is found to be in competitive range if, in the opinion of the WDB, the services proposed are not needed or the costs are higher than the WDB finds reasonable in relation to the overall funds available, or if past management concerns lead the WDB to believe the contractor has undertaken more services than it can successfully handle.
- Reject any proposal based upon the total proposed expenditures for staff salaries and compensation that exceeds what is considered to be "reasonable and comparable" based on similar positions of the WDB staff.
- Maintain ownership exclusively to the WDB of all data, materials, and documentation originated and prepared by the bidder pursuant to the RFP.

IV. Notification:

Formal notification to award a contract and the actual execution of a contract are subject to the following:

- Receipt of WIOA funds granted under the WIOA Plan
- Results of negotiations between selected Contractor and the WDB

Each bidder submitting a proposal will be notified in writing of the decision concerning its proposal.

V. Contract Execution:

A contract will be executed by the WDB Director in accordance with the terms approved by the WDB and mutually agreed upon with the Contractor.

Key features of the program design are outlined in Section 129 of the Act. The structure of the program is designed so that each youth receives an objective assessment and an individual service strategy with the objective to prepare youth for postsecondary education and/or employment. Proposals should include innovative ideas along with integration and partnerships to carry out the program.

Youth contracts are awarded through a competitive process. The program funding period will be July 1, 2021 through June 30, 2022. Continuation beyond June 30, 2022 is subject to future funding and legislative authority. The option exists to extend the contract for three additional years beginning July 1, 2022 with the opportunity for re-negotiation to be initiated in writing by the Workforce Development Board (WDB) at least sixty days before the expiration date of the first-year contract. Each renewal shall be limited to a one-year period. The service provider's performance will be evaluated at the end of each program year before granting an additional contract year. The following will be considered before an additional contract is awarded:

- Availability of funds
- Contractor performance
- Monitoring reports
- Programmatic findings
- Audit reports
- Fiscal findings
- Expenditure rates
- Effectiveness of coordination with other partner programs
- Achievement of performance measures
- Participant ratios (in-school and out-of-school)
- Achievement of 20% work-based learning requirement
- Achievement of slot levels goals (number of participants served)

Note: The slot level and associated costs may be modified at any time. Contractor may not subcontract any or part of their implementation to another Contractor or entity.

The LWDB 71 is seeking coordination between organizations and funding sources to provide a skilled, trained, workforce of eligible youth to meet the needs of local employers. Interested organizations must have at least three years of sustained documented success as a provider of tutoring & study skills training, occupational skills training, work experience and follow-up services to youth. The City of Shreveport will retain administrative, intake, monitoring and participant payroll functions for the WIOA programs. This RFP is to solicit proposals for youth services only.

VI. CONTRACTOR RESPONSIBILITY

A Subcontractors shall notify the LWDA71 and receive prior approval when:

- (1) Training Staff different from the individuals named or qualifications given in the original proposal.
- (2) Supply or equipment costs vary in cost from the original proposal.
- (3) The training outline/statement of work is altered.
- (4) The subcontractor wishes to subcontract any part of the activity funded.
(Prior LWDA71 approval **must** be obtained.)
- (5) The method of evaluating participant progress is changed.

- B Upon submission of monthly invoices or invoices for benchmark payments, the subcontractor must:
- (1) Provide participant progress reports, including grades, test scores, or other measures outlined in the Statement of Work.
 - (2) Provide supporting documentation for placements, including place of employment (with address and phone number), job title, wage rate, date of hire, hours per week, and name and phone number of the participant's immediate supervisor.
- C Subcontractors must also ensure compliance with the attached Assurances and Certifications which constitute a part of each training contract. These assurances include compliance with civil rights legislation, child labor laws, and prohibitions against nepotism, political and sectarian activity, and conflict of interest.
- D Subcontractors must also agree to comply with the Office of Management and Budget Circular A-128, which establishes audit requirements for state and local governments, and sub-recipients of state and local government that receive at least \$300,000 a year in federal aid. Federal Assistance means assistance provided by the federal agency in the form of grants, contract, cooperative agreements, loans, etc. pursuant to OMB Circular A-128, A-133 and other applicable city requirements. The Sub-recipient shall submit a copy of the completed audit to the LWDA71 for review and approval.
- E All records must be maintained for a period of five years following final payment and closure of all pending matters.

*You may gain access to the Workforce Innovation and Opportunity Act (WIOA); Department of Labor-Only; Final Rule (20 CFR Part 681 – Youth Activities Under Title I Of the Act) for additional information at www.doleta.gov/wioa/finalrulesresources.cfm.

VII. APPEAL PROCEDURE

Program applicants who are denied funding and wish to protest funding decisions may appeal by requesting a hearing with the LWDB71 Director or designee(s). Such appeals must be lodged within 30 days of notification of the decision not to fund the proposal. Proposal review documents and scoring of the complainant's proposal will be made available. The LWDB71 Director or designee(s) will bring the appeal before the LWDB71 at the next scheduled Board meeting. The LWDB71 will notify the program applicant of the outcome within ten (10) days following the decision of the Board.

Any protest or appeal must be submitted in writing to the Workforce Development Board within five (5) working days of the notification of refusal. All protests or appeals are to be addressed to the Workforce Development Director. Once reviewed by the Workforce Development Director for merit, the protest or appeal will be advanced to the appropriate WDB Committee. Protests and appeals received after the established time frame will not be accepted. The decision made by the full WDB Board of Directors as to which proposal(s) is/are funded will be final

VIII. Pre-Award Provisions and Requirements:

WDB approval of a proposal does not negate the fact that the Bidder must meet certain pre-award conditions before contracts are executed as follows:

- Contractor must indicate its ability to provide sufficient and qualified staff.
- Contractor provides assurances of business license, insurance, bonding, etc.
- Contractor offers evidence of financial controls.
- Contractor will be expected to adhere to procedures to collect, verify, and submit required monthly reports as well as invoices to the WDB.
- Contractor must ensure equal opportunity to all individuals and assure that it will comply with the nondiscrimination and equal opportunity provisions of the applicable regulations. No individuals shall be excluded from participation in, denied benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- Contractor will be liable for any disallowed costs or illegal expenditure of funds or program operations.
- Contractor will allow access to all WIOA records, program materials, staff and participants for local, state, and federal representatives. In addition, contractors are required to maintain all WIOA records for five complete program years.
- Service providers shall give credit to the WDB as the program funding source in all oral presentations, written documents, publicity, and advertisements regarding any activities.
- Contractor shall not be subject to disbarment or suspension from receipt of federal, state, or local funds.
- Contractor shall not have any outstanding monetary audit claims by the state and federal government. If there are outstanding monetary audit exceptions, the Contractor must provide proof that sufficient non-state or non-federal funds are available to satisfy the claim prior to contract award.
- Contractor must have in place agency administrative policies and/or procedures

IX. LIMITATIONS

Submission of a proposal does not commit the City of Shreveport, Department of Community Development (DCD) to award a contract or to pay any costs incurred in the preparation of a proposal. Or to contract for services. The Workforce Development Bureau (WDB) reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP if it is in the best interest of the Program to do so. The City of Shreveport also reserves the right to request additional information; to extend the submission deadlines should such extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended. DCD also reserves the right to conduct a pre-award review of any agency or organization requesting funding.

Any agency applying under this RFP must be willing to submit revisions to its proposal to adapt

the project to specific funding guidelines or changes in State or Federal regulations. Contracts negotiated as a result of this RFP may be extended, modified or de-obligated to successfully utilize uncommitted funds.

Any changes to the WIOA program, the State of Louisiana Plan, or the Regional/Local Area Plan, may result in a change in contracting. In such instances, the Local Area (LA) will not be held liable for what was originally in the bidders RFP.

The copying, paraphrasing or other use of substantial portions of the work product of others and submitted as original work of the proposer is not permitted. Violations of this provision will cause a proposal to be rejected.

The WDB's obligation to a Contractor is contingent upon the availability of grant funds from the State of Louisiana and/or the US Department of Labor from which payment for contract purposes can be made; it has no legal liability for payment of money unless and until projects are approved, contracts are executed and funds are made available by the City of Shreveport.

Procurement Guidelines:

The RFP process shall be conducted with a level of confidentiality to ensure a fair opportunity for all bidders to compete. Certifications: Assurance and Statement of Compliance (*See Attachments*) indicates that the Bidder has adhered to the following procurement standards:

- The individual signing certifies that the prices quoted on the RFP have not been knowingly disclosed by the Bidder prior to an award, to any other Bidder or potential Bidder.
- The individual signing certifies that the Bidder is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
- The individual signing certifies that the prices quoted in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.
- The individual signing certifies that the Bidder has no agreement to subcontractor or hire any person involved in the procurement process, nor had unauthorized contact with WDB members for information related to the RFP.
- Actions that breach the confidentiality of the process or actions to give unfair advantage to a Bidder shall constitute grounds for elimination of the proposal from consideration.

Addenda:

If at the discretion of the WDB, it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the City of Shreveport Community Development website @ <https://www.shreveportla.gov/908/Workforce>. Any revisions will become an addendum to this RFP.

Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g., WIOA updates, changes to performance measures, and revisions to the timeline).

NOTE: When addressing each area, do not directly quote the WIOA regulations. The WDB is expecting a narrative outlining your plans to provide service to youth through the WIOA program in your area within the framework of WIOA law and regulations.

X. SERVICES SOLICITED BY THE RFP

The City of Shreveport, Department of Community Development, is soliciting proposals that target in and out-of-school youth. The overall goal of the program is to help the City of Shreveport's youth complete a high school diploma or equivalent (HiSET) or a certificate, and to transition into skilled employment and/or post-secondary education. This Request for Proposals (RFP) is being released to solicit proposals from organizations interested in establishing collaborations with LWDB71 and City of Shreveport Community Development Workforce Bureau to provide:

- Basic Education and instruction for a Secondary School diploma or High School Equivalency Test (HiSET) via a one-on-one instruction and skill-based design;
- Occupational Skills and Job Readiness Training Services via hands on and/or classroom instruction and skill-based design;
- Youth Work Experience activities which include any employer-based activities such as On-the-Job Training (OJT), Work Experience, Pre-Apprenticeship, Apprenticeship, and Summer Employment opportunities directly linked to academic and occupational learning year-round with a direct employer connection; and
- Follow-up services for not less than 12 months after the completion of participation.

A. Experience Requirements:

The WDB requires Bidders to have at least three years of experience providing youth employment and training programs for disadvantaged and hard to serve youth.

Bidder's experience in operating youth program must include:

- Case management and development of individual service strategy plans for youth
- Monitoring programs for compliance
- Partnerships with community organizations to provide a full array of services and to integrate and collaborate services and leverage funds
- Partnerships with employers for job placements and referral services
- Operating system for tracking costs associated with services funded
- Evidence of development and management of work-based learning opportunities for youth, including development of worksite agreements or contracts; monitoring worksites and participants; orientation for employers on process and policies and laws and regulations; and invoicing or payroll processing

The Bidder will need to be able to provide all of the above services immediately upon selection.

The proposal must meet the needs of eligible In-School (14-21) and Out-of-School (16-24) youth. Training and Employment Guidance Letter (TEGL 23-14) and Federal Register, Sec. 681.210, state that WIOA Title I Youth formula programs shift the primary focus to support the educational and career success of out-of-school youth (OSY). **At least 75% of youth funds must be expended to provide activities to out-of-school youth.**

Respondents may choose to apply to serve in-school youth or out-of-school youth. The training

provider is responsible for recruitment of eligible youth including advertising and development of related material.

It is the intent of the LWDB 71 to fund programs that help empower youth with the education and skills necessary to overcome obstacles and optimize opportunities. Furthermore, through the training and education, youth are enabled to find and maintain employment as they advance in the workforce. Programs funded under this RFP will contribute to an increase in the number of youths successfully engaged in a career pathway closely linked to local labor market needs; forge strong connections between community youth programs, academic and occupational learning; and, provide for a holistic approach to the development of youth.

B. The Purposes of the Title I Youth funds are to:

Provide an assessment of academic levels, skills levels and occupational skills, prior work experience, employability, interests and aptitudes.

1. Provide activities leading to the attainment of a secondary school, or its recognized equivalent or a recognized postsecondary credential.
2. Provide preparation for postsecondary educational and training opportunities.
3. Provide strong linkages between academic instruction and student academic achievement standards that lead to postsecondary credentials.
4. Provide preparations for unsubsidized employment opportunities.
5. Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities.
6. Provide continued supportive services for eligible youth.
7. Provide incentives for recognition and achievement to eligible youth.
8. Provide opportunities for eligible youth in activities related to leadership, personal development, decision-making, citizenship, and community service.
9. Develop service strategies for each participant that directly links to one or more of the established performance indicators.

C. WIOA Program Requirements

Contractors must ensure that they will provide the following core program requirements:

1. **Outreach, Recruitment and Orientation.** Outreach and recruitment include, but is not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and working closely with other governmental and community organizations and school systems to identify and recruit eligible youth participants. As part of orientation, all youth must receive information on all services available through the Contractor. Dropout youth are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time (generally within six months of participation date).
2. **Intake, Eligibility Determination and Registration.** Shreveport WIOA Youth Program (SWYP) Case Managers will be responsible for determining WIOA eligibility of all youth applicants recruited into the program, determining the youth's suitability for program services, and collecting and verifying all necessary eligibility source

documents. WIOA requires all youth to meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA funded services. Objective Assessment and Referral. SWYP Case Managers (CMs) will conduct an initial objective assessment.

3. **Individual Service Strategy (ISS).** SWYP CMs will use the results of the youth participant's objective assessment to develop the initial ISS for the youth participant. The ISS is an age appropriate, individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services, incentives, and stipends. For all youth, the ISS will identify the timeframe in which each youth will be expected to complete all activities related to each of the goal(s) specified in the ISS. The ISS will clearly connect the services to be provided to each youth identifying the outcomes to be achieved between WIOA enrollment and exit. The ISS directly links to one or more indicators of performance outcomes. Updating the ISS's and ongoing case management will be the responsibility of the SWYP Case Manager but done in coordination with any appropriate vendor. The ISS will follow the policies of the LWDB 71.

4. **Case Management.** Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the achievement of performance goals. The case management process extends from recruitment through follow-up, with SWYP Case Managers completing the Eligibility and initial assessments and service strategies. CMs are expected to motivate participants and coordinate services and information to prepare youth for post-secondary education opportunities, academic and occupational training or employment, and training opportunities, as appropriate. CMs are encouraged to incorporate trauma informed approaches into their case management models. CMs will be facilitated jointly between SWYP Case Managers and contractors.

5. **Access to a Range of Services.** It is required that the 14 WIOA youth program elements be made available to enrolled youth as needed or requested. The LWDB 71 prefers bids from Contractors who will be able to offer bundled services to all youth participants. If a Contractor does not directly provide one of the program elements and is bidding to provide case management services, it must demonstrate the ability to make seamless referrals to appropriate providers of such services or subcontract with a provider to provide services. The key is to make services seamless and quick. It is also expected the Contractor will have staff that can visit weekly the American Job Center on youth day and be able to provide services on demand as needed. **LWDB 71 is also open to services being provided virtually, the respondent must include in its proposal how it will resolve barriers (Internet Service, IT Hardware and Software) for youth if virtual services are an option.** The Contractor will have primary responsibility for ensuring that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS. See WIOA Youth Program Elements – Attachment C for additional information.

6. **Follow-up Services.** Contractors are required to provide at least 12 months of follow-up services to participants who have completed program services, as well as participants who may have dropped out of the program but need additional services. Contractors are encouraged to consider the needs and barriers of the program's target population(s) in determining the appropriate levels and types of follow-up services.

7. **Additional requirements:**

a. **Staff Development.** Contractor staff will be required to attend staff development activities hosted by the SWYP staff. SWYP hosts 2 in-service staff development days a year and quarterly training sessions.

b. **Data Validation:**

The Contractor will be provided training and data validation guidelines once they are released by the State. The Contractor is expected to comply with those guidelines.

D. WIOA Program Components

While WIOA has several goals, and all must be achieved, Shreveport's WIOA Youth Program (SWYP) primary focus is on employment as the ultimate goal. All services and strategies should have employment as the final goal. Contractors are encouraged to bundle any of the following program components as part of an integrated and collaborative service delivery model:

Work Experience Opportunities. WIOA includes a focus on providing youth with work experience opportunities. Therefore, a minimum of 20% of funding needs to be spent on work experience. **Helping youth gain work experience is the primary focus of LWDB 71's youth program, and services should be provided to support this primary element.** Work experience provides youth an invaluable opportunity to develop work place skills. Paid and unpaid work experience must include academic and occupational education and may include the following types of work experiences:

- Year round work experiences;
- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

The required academic and occupational education may occur concurrently or sequentially with the work experience and connected to training in a specific occupation, occupational cluster, or career pathway. Youth funds may be used to pay wages and related benefits for work experience in the public, private, non-profit sectors when the participant's objective assessment and ISS indicate that a work experience is appropriate. Additionally, youth funds may be used to pay wages and staffing costs for the development and management of work experience. Staff costs incurred for the functions and activities directly serving participants may count as program costs. Training costs for the participants related to their placements in work experience activities may also count as work experience expenses.

LWDB 71 will maintain a contract for Employer of Record services for which to pay youth for their Work Experience costs. Contractors will coordinate Employer of Record services through LWDB 71.

Element 1: Tutoring, study skills training, instruction, and dropout prevention

This element includes tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.

Any tutoring, study skills training and/or instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Services may be provided one-on-one or in a group setting, through resources and workshops.

Secondary school dropout prevention strategies intended to lead to a high school diploma are also reported under this program element. Secondary school dropout prevention strategies include services and activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

Element 2: Alternative secondary school services or dropout recovery services

Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. While the activities within both types of services may overlap, each are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.

Element 3: Paid and unpaid work experience

Defined as a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. Work experience must have academic and occupational education as a component. The educational component may occur concurrently or sequentially with the work experience; the academic and occupation education component may occur inside or outside the work site; the employer can provide the academic and occupation component or they can be provided separately. The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations.

Categories of work experience:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs designed to prepare individuals to enter and succeed in an apprenticeship program and includes the following elements:

- training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- access to educational and career counseling and other supportive services, directly or indirectly;
- hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- opportunities to attain at least one industry-recognized credential; and
- a partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.
- Internships and job shadowing
 - Job shadowing is designed to increase career awareness, help model youth behavior through examples, and reinforce in the youth and young adult the link between academic classroom learning and occupational work requirements. Youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours, to a day, to a week or more.
- On-the Job training opportunities

LWDB 71 will maintain its contract with an employer of record to process payroll for Work Experiences. Any placements for Work Experience will have to be coordinated with the employer of record.

Element 4: Occupation skills training (OST)

OST contacts with educational providers will be procured and maintained by LWDB 71. Educational institutions will respond to a different and separate procurement process.

Defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Priority is given to training programs that lead to recognized postsecondary credentials that align with in- demand industry sectors or occupations in the local area. The training must

- be outcome-oriented and focused on an occupational goal specified in the individual service strategy
- be of sufficient duration to impart the skills needed to meet the occupational goal; and
- lead to the attainment of a recognized postsecondary credential

Contractor will refer individuals that wish to participate in OST to LWDB 71. LWDB 71 will cover the referral to the educational institution and pay the costs directly. LWDB 71 will coordinate OST services with contractor.

Element 5: Education offered concurrently with workforce preparation and training for a specific occupation

This element reflects an integrated education and training model wherein services are delivered concurrently. It also describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

If OST is with an educational institution the OST Section will be followed.

Element 6: Leadership development opportunities

Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- exposure to postsecondary educational possibilities
- community and service learning projects
- peer-centered activities, including peer mentoring and tutoring
- organizational and team work training, including team leadership training;
- training in decision-making, including determining priorities and problem solving
- citizenship training, including life skills training such as parenting and work behavior training
- civic engagement activities which promote the quality of life in a community; and
- other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee

Element 7: Supportive services

Services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- referrals to community services;
- assistance with transportation;
- assistance with child care and dependent care;(Referrals)
- assistance with housing and utility; (Referrals)
- needs-related payments;
- interviewing clothing; (Referrals)
- translation services; (Referrals)
- non-commercial driver's license training and assistance with driver's license fees; (Referrals)
- out- of-state job search and relocation to a new job; (Referrals)
- assistance with educational testing;
- reasonable accommodations for youth with disabilities; (Referrals)
- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- referral to medical and prescription services ;(Referrals)
- legal aid services meant to reduce barriers to employment and establish employment eligibility such as by helping to secure a driver's license, expunging criminal records, and addressing debts or credit reporting issues; (Referrals)
- assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and

- assistance with fees for employment and training-related applications, tests, and certifications.

Contractor will complete all supportive service paperwork and submit to LWDB 71 for payment.

Element 8: Adult mentoring

Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Element 9: Follow-up services

Follow-up services are defined as “critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.” Follow-up services may begin immediately following the last expected date of service in the Youth program when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. Follow-up services for youth also may include the following program elements:

- supportive services;
- adult mentoring;
- financial literacy education;
- services that provide labor market and employment information about in- demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- activities that help youth prepare for and transition to postsecondary education and training

Provision of these program elements must occur after the exit date in order to count as follow-up services. All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Element 10: Comprehensive guidance and counseling

This element provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by SWYP staff or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within the local program or

its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs except for mental health counseling, drug and alcohol abuse counseling.

Element 11: Financial literacy education

This program element may include the following activities:

- support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions
- support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards
- teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit
- support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions
- educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data
- support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials
- support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling
- provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings
- implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

Element 12: Entrepreneurial skills training

This program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

- take initiative;
- creatively seek out and identify business opportunities;
- develop budgets and forecast resource needs;
- understand various options for acquiring capital and the trade-offs associated with each option; and
- communicate effectively and market oneself and one's ideas

Approaches to teaching youth entrepreneurial skills may include, but are not limited to:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Element 13: Services that provide labor market information

This element includes “services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.” Workforce and labor market information is defined as “the body of knowledge that describes the relationship between labor demand and supply.” Numerous tools and applications that are user-friendly exist, which can be used to provide labor market and career information, as appropriate to each youth.

Labor market information (LMI) identifies in-demand industries and occupations and employment opportunities; and, provides knowledge of job market expectations including education and skills requirements and potential earnings. LMI tools also can aid in facilitating youth awareness of the career fields that are likely to provide long-term employment and earnings in local labor markets.

Element 14: Postsecondary preparation and transition activities

Postsecondary preparation and transition activities and services prepare In School Youth (ISY) and Out of School Youth (OSY) for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to

- assisting youth to prepare for SAT/ACT testing;
- assisting with college admission applications;
- searching and applying for scholarships and grants;
- filling out the proper Financial Aid applications and adhering to changing guidelines;
- connecting youth

Note: Youth programs should incorporate the same in demand occupational training areas that apply to the adult/dislocated worker program. All customers interested in receiving WIOA scholarship assistance must apply for a Pell Grant, and if awarded, be applied to the cost of training.

1. Eligibility and Enrollment

A. Out of School Youth: Target Population

Eligible individuals to be served through WIOA youth funding as an Out-of-School (OSY) youth defined under the WIOA is an individual who is:

- Not attending any school (as defined under State law).
- Not younger than age 16 or older than age 24 at the time of enrollment.

And meets one or more of the following criteria:

- School dropout (no longer attending school and has not received diploma).
- An individual, who is out-of-school at the time of enrollment. A youth attending an alternative school (as defined by the State) at the time of enrollment is not a dropout.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent completed school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
- An individual who is subject to the juvenile or adult justice system.
- Homeless, runaway, or an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- A youth who is an individual with a disability.
- A low-income individual that requires additional assistance to enter or complete an educational program or to secure or hold employment:
 - NOTE: as defined by LWDB 71.

Requires an additional assistance means:

A client who is experiencing difficulty in passing the Louisiana Education Assessment Program (LEAP) Test or (GEE) General Exit Exam. Verification is documented by results of LEAP or GEE scores or;

A client who's Academic Performance in one or more subjects is determined to fall below his or her capabilities, i.e., a student who is not basic skill deficient.

To secure or hold employment is defined as meaning:

An individual who has never held a job or never held a full-time job more than thirteen consecutive weeks. The Board has made this determination on the basis that factors such as having no high school diploma or HiSET/GED certificate, functioning below the ninth-grade level, working fewer than 13 consecutive weeks in the past 12 months, or manifesting limited English-speaking ability severely impact on a youth's capacity and motivation to effectively enter the labor market or to sustain employment.

An individual who resides in an unhealthy home life, who has a history of domestic violence, or who suffers from low self-esteem. The Board has made this determination on the basis that many social service agencies tend to identify the hard to employ as individuals with these characteristics.

Information or records obtained from WIOA youth service providers, school personnel, social service agencies, faith-based organizations, law enforcement or court officials, may be used in making a determination as to an individual's possession of this barrier.

Shreveport WIOA Youth Program (SWYP) may consider a youth to be an out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under title II of WIOA, Youth Build, or Job Corps.

B. In School Youth:

An eligible In-School youth (ISY) as defined under the WIOA is an individual who is:

- Must be attending school
- Not younger than age 14 (unless an individual with a disability who is attending school under State law) or older than age 21
- Low-income individual (includes youth living in a high-poverty area [Sec 129 (a) (2)] and
- Meets one or more of the following criteria:
 - Basic skills deficient.
 - English language learner.
 - An individual subject to the juvenile or adult justice system.
 - A homeless youth or a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
 - An individual who is pregnant or parenting.
 - A youth who is an individual with a disability.
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment.
- NOTE: as defined by LWDB 71.

Youth program providers must ensure that eligible applicants who do not meet the enrollment requirements of the program or who cannot be served by the program are referred for additional assessment and placed in appropriate training and educational programs to meet their needs.

**Eligibility of Youth Participants (WIOA Sec. 129)*

- NOTE: For the purposes of WIOA, low income In School Youth includes persons receiving free reduced lunch under the Richard B. Russell National School Lunch Act and living in high poverty as determined by the US Census Bureau.

C. Enrollment:

To participate in youth programs, the following must occur:

- Eligibility determination by providing required documentation which is entered in La Works Helping Individuals Reach Employment (HIRE) online system. This system determines the programs the participant is eligible. The participant is then certified and enrolled in the appropriate program.
- An Objective Assessment is created in LAWorks HIRE Online, identifying service needs
- An Individual Service Strategy plan is developed;
- A first case note with biographical information; and

- Begin pertinent program activities.

All activities are entered and tracked in the LAWorks HIRE Online system and must be entered within 10 days of activity.

D. Career Advising:

The Shreveport WIOA Youth Program (SWYP) staff will provide career planning services to youth to support and assist them in completing WIOA-funded activities and in attaining meaningful outcomes. Staff are expected to work closely with each customer to provide support and guidance, address needs and barriers, resolve problems that may arise, and assist in the attainment of the goals agreed upon in the ISS/IEP. The ISS/IEP will be reviewed periodically to arrange for needed services, address changes if needed, and document progress made during participation. Regular personal contact between staff and the WIOA customer is expected. Based on the career management relationship, the customer should be aware that he/she has support and accountability in working to achieve his/her workforce development goals. Primary career planning functions are services, coordination, advising and counseling, advocacy, accurate record-keeping, and follow-up.

All staff members are expected to be informed of, and adhere to professional standards of client confidentiality and abide by LA confidentiality policy. Staff with access to, or control over WIOA customer records or other confidential information is expected to safeguard such information. No staff member, volunteer, or other person associated with the Career center staff shall release or disclose information concerning a youth without securing a signed release of information authorization prior to releasing the records. This includes information sharing that is verbal, written or electronic. Exchange of information is generally to be used for eligibility verification, coordination of services and activities, tracking progress and participation, securing additional services, and for follow-up purposes.

E. Work Experience:

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid. A work experience may be in the private for profit, non-profit, or public sector. Work experience services are designed to promote the development of good work habits and basic work skills for individuals who have never worked or those who have very limited work history. Participation in a WIOA-subsidized work experience must be based on the initial/entry assessment of the youth's work history, job skills, financial needs, supportive service needs, employment goals, and other factors affecting the likelihood of success.

A subsidized work experience must be for a reasonable length of time, from six (6) months at a time. May be extended with approval from WD Director, based on the customer need and the worksite. The program contractor (LWDB 71) will serve as the employer of record for work experience activities and will be responsible for required employment records and for payroll. Fair labor standards apply in any work experience where an employee/employer relationship, as defined in the Fair Labor Standards Act exists. Health and safety standards under Federal and State law

otherwise applicable to working conditions of employees are equally applicable to working conditions of WIOA customers engaged in work experience activities under WIOA.

Workers' compensation insurance coverage must be secured by the SWYP staff for youth engaged in subsidized work experience. A written work experience agreement between the SWYP staff and the worksite must be executed for each subsidized work experience. In some cases, it may be appropriate to provide a SWYP youth customer with a combination of classroom training and subsidized work experience in order to enhance their skills and make them more competitive in the job market.

F. On-the-Job Training (OJT)

On-the-Job training is designed to provide occupational/professional skills and job-specific knowledge that is essential to the full and adequate performance of a job. A regular (not temporary) job opening must exist where the OJT customer can be retained in a full-time unsubsidized job upon successful completion of the subsidized training. OJT is limited in duration, based on the occupation SVP codes, for which the WIOA customer is being trained, the content of the OJT training, and taking into account the skills gap of the customer. OJT trainees must be certified as WIOA-eligible and OJT-eligible (eligibility and initial assessment records completed) prior to final hire decision by an employer. Training content for the OJT period must go beyond general orientation content that may be given to all employees to include job-specific learning objectives and skills training.

Under an OJT contract and training plan between the WIOA program contractor and the employer, the employer may be reimbursed for up to 50% of the base wage rate (converted to an hourly rate) of the OJT trainee for the extraordinary costs of providing the training and the additional supervision related to the training. OJT requires written documentation by the employer of the OJT trainee's progress during training. Staff access to observe the actual training and access to original and/or copies of the OJT trainee time and payroll records prior to reimbursement to the employer for OJT training is expected. The employer must have appropriate employee's worker's compensation and/or other forms of workplace insurance to cover OJT trainees. LWDB 71 staff will assist, if needed, in the development of OJT contract. The LWDB 71 policy will be adhered to.

G. Supportive Services

WIOA funds may be used to provide youth participants with needed supportive services if the following conditions apply: a.) the youth is unable to obtain supportive services through other programs, and, b.) supportive services are necessary to enable the individual to participate in WIOA training or work activities. WIOA funds may only be spent on supportive services for youth who are enrolled in one or more allowable/ appropriate WIOA activity(s). Other resources that provide supportive services in the parish must be utilized first before expending WIOA funds for the supportive service.

Allowable types of WIOA supportive services include the following: transportation assistance; child care, emergency housing, utilities, or car repairs; records required for employment such as a background check; appropriate work attire; safety equipment; or work-related tools for OJT or Work Experience; special services/supplies for persons with a disability; and uniforms and other required items for specialized or health occupations training.

Counselor/Case Manager is responsible for obtaining written verification of the actual need and costs for any of the above expenses prior to authorizing WIOA funds for supportive services. All such payments must be authorized in writing by staff and must be issued as payment directly to a vendor or as reimbursement to a participant who has valid receipts for purchases or payments. Written authorization by staff must precede payment or reimbursement. Payment or reimbursement of costs for penalties, court costs, and other related criminal fees are not allowable supportive service costs.

Counselor/Case Manager is responsible for ensuring transportation and childcare supportive services are paid only for actual days in school, and/or days of participation in a WIOA activity if funding is not available from other referral sources. Transportation forms must be checked for calculations and attendance prior to submission. Licensed daycare providers that have a policy requiring continued payment of the regular weekly or daily daycare charge during school breaks/holidays is an allowable exception. The use of a time sheet or other attendance record is required to document attendance and authorize supportive service payments. Funds for supportive services are limited and may only be provided as needed. The LWDB 71 Supportive Services Policy will be adhered to.

H. Internal Program Management:

All WIOA Contractors are required to establish internal program management procedures to assure compliance and to review program progress. The Contractor agrees to monitor and review the following major areas of operation:

1. Compliance with the provisions of the WIOA (P.L. 105-220) and any applicable federal or state regulations;
2. Compliance with the provisions of the WIOA contract;
3. Compliance with all applicable State and WDB policies; and
4. Compliance with WIOA regulations regarding records maintenance.

Program management and monitoring procedures must be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct, fraud or willful and gross misconduct in connection with any WIOA program shall be reported immediately to the WDB, the Louisiana Workforce Commission and the U.S. Department of Labor.

Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA participants and confirm adherence to specific program requirements and limitations.

The LWDB 71 will require that WIOA Contractors adhere to their established monitoring procedures for ensuring program compliance with federal regulations.

I. Monitoring Procedures:

The SWYP staff monitors and evaluates the quality and effectiveness of WIOA funded programs. Monitoring is the quality control system whereby the LWDB 71 gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the program. Monitoring activities are conducted periodically to determine whether programs are in compliance with contractual agreements, LWDB 71 policies and requirements and WIOA regulations. The SWYP monitors performance, programmatic and fiscal activities. In many instances, the different types of monitoring are interrelated and conducted simultaneously.

Oversight and monitoring is required by 20 CFR 667.410. Contractors must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. This cooperation includes: providing access to the premises for the purpose of interviewing employees or participants and permitting the examination of and/or photocopying of books, records, files or other documents related to the contractual agreement. Monitoring activities may be conducted by the LWDB 71, City of Shreveport, the U.S. Department of Labor, and the SWYP or its designated representative.

J. Property Management Requirements:

Property management is required of all WIOA contractors when using WIOA funds to purchase. Contractors will be required to maintain an accurate inventory of all WIOA property in their possession. The contractor will agree not to dispose of or transfer any property purchased with WIOA funds without the prior approval of the LWDB 71. In the event of stolen property, contact the local authorities and request a written police report which must be forwarded to the LWDB 71 within thirty days of the incident.

K. Records Retention:

The following records and documents must be maintained for WIOA participants and employees. The contractor agrees to make these records available for monitoring and review by the LWDB 71 and agrees to retain these records, subject to audit, for **five years** from completion of services. Release of responsibility to retain records after the five completed year's period will not be authorized until final resolution of any audit findings. In the event the contractor goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, all records that will be required for retention will be delivered to the LWDB 71. The following records shall be transmitted to LWDB 71 for acceptance in an orderly fashion with documents properly labeled and filed in an acceptable condition for storage:

- General ledger
- Cash receipts and cash disbursement journals/reports

- Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed
- Contracts including amendments
- All financial reports and requests for reimbursements
- Payroll records including Individual Earning Record, employee withholding authorization, FICA reporting form, Federal/State withholding, unemployment taxes, employee personnel files, time records, and employee time/salary allocation plan
- Invoices and/or supporting data for non-payroll disbursements
- Participant records, including data forms, verification and documentation items, assessment tests and results and EP
- Monthly financial reports and any other financial report as requested by the LWDB 71
- Any other financial records requested by LWDB 71.

L. Invoicing, Reporting and Contractor Close-out:

The LWDB 71 will reimburse the contractor for total allowable costs incurred as the LWDB 71 operates on a “cost reimbursement” system. All financial invoices along with supporting documentation must be submitted within the time frame established by LWDB 71.

M. Insurance and Working Conditions:

The service provider shall provide adequate on-site medical and accident insurance for all enrollees not covered by Louisiana’s Workers’ Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in costs and extent of coverage, had insurance been purchased, are allowable upon prior approval by LWDB 71. Requests for such approval are to be submitted in writing to LWDB 71. OJT employers must provide proof of workers’ compensation or comparable coverage prior to execution of the OJT contract. No WIOA client will be required or permitted to work, or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the client’s health and safety.

1. General Liability Insurance

General Liability insurance coverage in the amount of \$100,000.00. General Aggregate in the amount of \$2,000,000.00 coverage is required of all WIOA contractors.

2. Workman Compensation

Workman Compensation insurance coverage in the amount of \$1,000,000.00 is required of all WIOA contractors.

3. Automobile Insurance:

Contractors using motor vehicles in conducting program activities shall provide automobile insurance which clearly specifies that the City of Shreveport/LWDB 71

and/or staff are held harmless against claims arising from ownership, maintenance or use of said vehicle. The City of Shreveport/LWDB 71 requires a minimum coverage of \$300,000.00 in auto Liability insurance.

Note: The City of Shreveport must be added as an additional insurer on the policy

A. PERFORMANCE MANAGEMENT

The performance measurement system goals reflect continuously improving performance over time both in terms of quantity and quality. The following

Performance Measures must be achieved where applicable during each program year:

1. **Placement in Employment, Education or Training.** Definition: The number of participants who are in education or training activities, or in unsubsidized employment during second quarter after exit.
2. **Retention in Employment, Education, or Training.** Definition: The number of participants who are in education or training activities, or in unsubsidized employment during fourth quarter after exit.
3. **Earnings after entry into unsubsidized employment (Median Earnings).** Definition: The goal of this measure is to determine the median earnings of participants who are in unsubsidized employment during the second quarter after exit. The wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit. This indicator also includes participants who are verified to be self-employed.
4. **Attainment of a Credential.** The number of participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program (participants who obtained a secondary school diploma or its recognized equivalent are included only if they have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program). **Excluding those in OJT and customized training.**
5. **In Program Measurable Skill Gains.** Participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving **measurable skill gains**, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Depending upon the type of education or training program, documented progress is defined as one of the following:

- Documented achievement of at least one educational functioning

level of a participant who is receiving instruction below the postsecondary education level;

- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
- Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

6. Indicator (s) of effectiveness in serving employers.

B. Performance Measures:

Section 116 of WIOA established performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs.

City of Shreveport, negotiated local performance measures for Program Year 2020 performance measures. Below is a chart reflecting PY20 negotiated measures which is July 1, 2020 through June 30, 2021 and PY21 which is July 1, 2021 through June 30, 2022 measures. Boards are expected to meet 100% of all measures. The Louisiana Workforce Commission will monitor performance measures quarterly and LWDB 71 will report to the WDB at quarterly meetings. LWDB71 requires a comprehensive accountability system for its sub-recipients based on the following primary indicators:

Performance Measure	*Youth	
	PY 2020	PY 2021
Employment, Education or Training Rate 2nd Quarter after exit	67.0%	67.0%
Employment, Education or Training Rate 4th Quarter after exit	78.0%	78.0%
Median Earnings Rate in the 3rd Quarter after exit	3,400	3,400
Credential Attainment Rate	70.0%	70.0%
Measurable Skill Gains	50.0%	50.0%

C. Measurable Skills Gain

The measurable skills gain (MSG) is a new indicator required by the Workforce Innovation and Opportunity Act (WIOA) designed to measure in-progress skills gains made by program participants in education or training during a program year.

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skills gains, defined as documented academic technical, occupational, or other forms of progress, towards such a credential or employment. Further guidance from the state

XI. Proposal Submittal Instructions

PROPOSAL SUBMITTAL INSTRUCTIONS

1. Proposals

- (a) One (1) electronic copy of proposal and budget to community_development_youth@shreveportla.gov by the due date. Receipt of emailed copies will be confirmed by returned email and three (3) copies of each proposal are to be submitted, with original signature. Xerox copies with original signatures are acceptable. All copies must be legible and complete to be considered responsive or for review. **You must follow the attached proposal response format.**
- (b) Proposals must be typed and submitted on 8 1/2 by 11 inch paper, following the attached Proposal Response Format. **Please do not utilize fancy bindings, colored displays and promotional material.** Emphasis must be placed on addressing all the requirements of the RFP in a clear, consistent, and concise manner. A completed copy of the Proposal Fact Sheet must be attached. (See Proposal Response Format.)

2. Required Information

All respondents to this RFP must complete the attached Proposal Response Format. In addition, the proposer must submit one set of the following documents:

- (a) IRS Employer Identification Number, or copy of the application;
- (b) Charter for the organization (registry number is required) and bylaws, if applicable;
- (c) List of current governing body and terms of office, principles of incorporation and current officers, if different from those listed in the

charter;

- (d) Certification of accountability by an independent accountant, or latest audited financial statement prepared by an independent accountant with applicable footnotes;
- (e) Job descriptions, resumes, and staffing chart for all persons performing contract services;
- (f) A signed copy of the attached form for Debarment Certification.
- (g) For proposals which request funds for equipment, materials or supplies, a copy of the purchasing procedures utilized for all such purchases.
- (h) Must address handicap accessibility.
- (i) Must include the following EEO statement:

WIOA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIOA's equal opportunity and nondiscrimination policy, contact 673-5900 (TTD or Louisiana Relay 1-800-846-5277).

- (j) Each service provider must have General Liability Insurance in the amount of \$1,000,000.00; General Aggregate \$2,000,000.00; \$300,000.00 in Auto Liability; and \$1,000,000.00 in Workman Compensation provided by the proposer. Certificate of Insurance will be required during the contract negotiating process. The City of Shreveport must be listed as a Certificate Holder. There must be a waiver of Subrogation in favor of the City of Shreveport with respect to Workers Compensation. The City of Shreveport must be added as an additional insurer.
- (k) Attachments

Attachment A: City of Shreveport Supplemental Contract Terms

Attachment B: Affidavit Attesting Adjudicated Property

Attachment C: Affidavit Attesting That Public Contract Was Not Secured Through Employment Or Payment of Solicitor

Attachment D: Criminal Conviction Certification

Attachment E: Cleaning Services

Attachment F: Ethical Standards Certification

Attachment I: Secretary of State Annual Report Status

**PROPOSAL RESPONSE FORMAT
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 - F. Job Descriptions, resumes, staffing chart
 - G. Debarment certification (form)
 - H. Debarment Screen Shot (sams.gov)
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and Opportunity Act (WIOA)

N. Right to Review and Audit

O. Charter and bylaws, resolution of Board of Directors

P. Schedule of Events

IV Attachments

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V Line Item Budget (see form)

***Original required attachment documents are to be updated yearly with each new contract.**

**Department of Community Development
P. O. Box 31109
Shreveport, LA 71130
WIOA
PROPOSAL FACT SHEET**

Legal Name of Training Provider:	Type of Training Activity
Address (Office):	Address of Training Site:
Contact Person:	Phone #
Executive Director:	Phone #
Fiscal Contact Person:	Phone #
Total Funds Requested	
Project Number of Participants to be served	
Dates for Proposed Training Activity: From <div style="width: 300px; height: 40px; border: 1px solid black; margin: 0 10px;"></div> To	

STATEMENT OF WORK

A. Training Description:

- (1) Define and describe the overall concept of the proposed training. Identify unique or innovative aspects. If designed for a particular target group, identify and describe. Describe the facilities and equipment available for the training.

- (2) **Objective Assessment/Individualized Service Strategy (ISS):**

When a reportable youth has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment will be completed to identify services needed. The ISS is a plan of services leading to unsubsidized, gainful employment for the WIOA customer. Describe how youth and career advisors will work together to develop the ISS and how the plan will incorporate career pathways, long and short-term education, training and employment goals and benchmarks to achieve identified goals.

- (3) **Career Services/Elements:**

Once a youth has completed the development of an ISS, and received one of the fourteen (14) WIOA Youth program elements, he or she is considered a participant. Describe how your program will directly and indirectly provide access to the fourteen service elements as described in this document. If not providing service directly, describe your existing or planned relationship with the organization providing the service. Describe how your organization will ensure the quality of the services provided. Attach a copy of the WIOA fourteen (14) Service Elements Delivery Plan Form (*Attachment B*).

- (4) **Career Advisement:**

Describe planned case management services to include how and when counseling will be provided to youth participants. Describe how the participant's progress and attendance will be monitored.

Describe workshops you plan to offer and the best practices or other information used in the development of the workshop design. Explain how often workshop offerings will be reviewed and updated.

Describe how the need for supportive services will be determined and the process of disbursing payments.

- (5) **Work-based Learning Activities:**

Explain how you will provide work-based learning activities, such as work experience, on-the-job, apprenticeships, internships, etc. and include criteria and guidelines for selecting youth participants and identifying employers for these activities.

As defined in Federal Register sec. 681.600, **20% of expenditures are to be spent on work-based learning activities** including wages and staff costs for development and management of work-based learning. Explain how you will ensure that this expenditure requirement is met.

Describe strategies for, and experience with, engaging businesses and industry leaders in your program. Explain how employers and employer organizations are involved with your organization as a whole and specifically with program delivery. Describe your process of employer engagement from the initial contact to placement of participants and retention.

Describe how you would integrate classroom training and work-based learning. Describe employer relationships currently in place regarding work-based learning opportunities.

(6) **Follow-up Services:**

Describe your process for follow-up activities and strategies to ensure retention in employment, education, and training activities. Explain how you will maintain contact and assist youth during 12 month follow-up period.

(7) **Special Events:**

Describe special events and youth development and leadership activities that encourage responsibility, employability and other positive behaviors that you conducted or participated in. Describe space available for workshops, etc.

(8) Describe the qualifications of the proposing agency to deliver the services proposed. Discuss past experience in serving the targeted population. Identify any other funding sources which have funded your organization to serve the targeted population and how the WIOA funds will supplement and be linked with other activities.

(9) If the proposal is for supplemental funding for a summer component of a Title I project, address how the two activities will interface.

(10)

B. **Qualifications of Personnel:**

(1) Identify the training personnel to be funded under this proposal. Give job descriptions and minimum qualifications for each position. If existing staff will perform these functions, identify them and supply a copy of their resume.

(2) Identify other personnel not funded under this proposal who will provide ancillary support to the project.

C. **Materials to be utilized:**

(1) Identify the training materials to be utilized, books, workbooks, etc.) Include a description of the material (new, used, copies, etc.)

(2) List any equipment or supplies to be purchased with WIOA funds. Project the unit cost for each, and whether the item is to be leased or purchased. (All equipment and supply purchases must have prior LWDA71 approval). Any items with a unit

cost of \$5,000 or more must also have prior approval from the Louisiana Workforce Commission. All equipment and training supplies with a unit cost of \$500 or more remain the property of the Louisiana Workforce Commission. Proposals requesting funds for equipment and/or supplies must include a copy of the purchasing procedures used to govern such transactions for review by the City of Shreveport's purchasing agent. (See item VI (2) (g) page 16).

D. Methods Used to Measure Progress:

- (1) If applicable, list the entry qualifications used to select participants for training. Identify and describe tests or screening devices used to admit participants to training.
- (2) Describe the methods to be used to measure participant progress. Measurable outcomes shall include any tests used, time or frequency of testing, acceptable scores, re-testing policy, tutoring, grades, evaluations, or other methodologies used to measure the learning objectives and outcomes as a result of training. The types of measurable outcomes for youth should be consistent with the LWDA71's performance requirement.
- (3) The same assessment tool is administered to the participant for pre-testing and post-testing; The assessment tool and its scores must crosswalk directly to the educational functioning levels so that educational gains can be reported in terms of increase in one or more ABE or ESL levels; and tests must be administered in a standardized manner throughout the jurisdiction (i.e., used consistently and reliably across programs and produces observable results). Tests must be administered to individuals with disabilities (as defined in 29 CFR 37.4) with reasonable accommodations, as appropriate.

The National Reporting System (NRS) provides test benchmarks for educational functioning levels. The tests which have been benchmarked include the following:

- Test of Adult Basic Education (TABE, Forms 11-12,), COMPASS
- Adult Basic Learning Examination (ABLE, Forms E - F)
- WorkKeys (for the following ABE levels: High Intermediate Basic Education, Low Adult Secondary Education, and High Adult Secondary Education)
- Basic English Skills Test (BEST) for ESL

Describe planned assessment activities to determine youth's skills levels and service needs. Include a description of resources used and how these assessments are utilized to determine service strategy.

- Basic skills
- Work readiness
- Interests
- Aptitudes
- WorkKeys

E. Personnel Policies:

Describe the agency's personnel policies in brief form. Such description shall include holiday, sick leave, any substitute teachers used to cover instructor absences, and instructor replacement procedures. The LWDA71 will require training contractors to seek LWDA 71 prior approval of instructor replacements to assure that qualifications promised by the contractor are maintained.

F. Training Outline Timetable:

- (1) Provide a timetable and training outline for the project. For classroom instruction, give topics of daily lesson plans by week of training, inclusive of beginning and ending dates for each module of training.
- (2) How many total students/participants are requested? What is the anticipated class size? What will be the ratio of students to instructors, and/or work experience participants to supervisors? Be sure to distinguish between classroom training components and work experience activities.
- (3) Identify what instructional methodologies will be utilized, (i.e. traditional classroom, computer assisted, "hands-on" or combination).
- (4) Describe strategies to be used for outreach and recruitment of out-of-school and/or in school youth.

G. Additional Information:

Please indicate the type of organization/agency proposing this project, (e.g. private non-profit, private for profit, public educational institution, governmental agency, etc.). If you are a minority or women owned business, please indicate so here. Should you wish to make any comments about the information requested, or if you wish to submit additional information not included in the proposal format, please do so here.

H. Subcontractor Assurances:

The proposing agency hereby assures that, should this proposal be funded that;

- (1) All records generated shall be the records of the LWDA71, and the subcontractor shall provide access to such records for ease of monitoring and evaluating of performance outcomes;
- (2) No productive work for sale by the subcontractor shall be performed in the proposed training project;
- (3) The proposing agency/subcontractor is not de-barred from doing business with the U.S. Government and/or the State of Louisiana.
- (4) The subcontractor shall not participate in any union or anti-union activity;
- (5) WIOA funds will not be used on the employment or training of participants in sectarian activities, or to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious work.
- (6) The subcontractor is not in conflict by virtue of any board relationship with the LWDA71, and that no employee of the subcontractor is in the employ of the LWDA71, nor immediate family member of the subcontractor in the employ of the LWDA71.
- (7) No fee or promise of fee or anything of value (U.S. Criminal Code Title 18) has been promised to the LWDA71, or any employee of the LWDA71, for the award of this contract;
- (8) The attached line item budget and the cost upon which the price charged for all training and/or services proposed is accurate, current, reasonable and necessary for the provision of such training and/or services to the LWDA71; and
- (9) That if funded, the proposing agency will adhere to the items under Section IX Contractor Responsibility, page 17 of this Request for Proposal.

Signature of Authorized Agent

Date

Time

Agency Submitting Proposal

Date

Time

**CERTIFICATION REGARDING
DEBARMENT SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFRPart98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION).

- (1.) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
- (2.) Where the prospective recipient of Federal assistance is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Louisiana Workforce Commission (LWC) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the LWC.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, not be required to, check the “List of Parties Excluded from Procurement or Non-procurement Programs”.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the LWC may pursue available remedies, including suspension and/or debarment.

NONDISCRIMINATION ASSURANCE

As a condition to the award of financial assistance under WIOA from the City of Shreveport, the grant applicant assures, with respect to operation of the WIOA funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 1914, as amended (WIOA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1978, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws; including but not limited to 29 CFR Part 38. The United States has the right to seek judicial enforcement of this assurance.

This Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangements whereby Federal Assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the City of Shreveport and the subrecipient. This Assurance may also be incorporated by reference in such grants, cooperative agreements, contract or other arrangements.

WIOA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIOA's equal opportunity and nondiscrimination policy, contact 673-5900 (TDD or Louisiana Relay: 1-800-846-5277).

WIOA Grant Applicant

Date

Signature of Grant Applicant Representative

Date

Handicapped Accessibility and Reasonable Accommodation Requirement for WIOA Service Providers

Regulations issued by the United States Department of Labor state that WIOA service providers cannot deny a qualified (or eligible) individual with a disability an opportunity to participate in or benefit from any WIOA funded training activity.

The requirements for providing WIOA services to applicants and participants with disabilities are very similar to those under the Americans with Disabilities Act.

Auxiliary aids and services must be provided to individuals with vision or hearing impairments or other individuals with disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.

Physical barriers in existing facilities must be removed if removal is readily achievable (i.e., easily accomplishable and able to be carried out without much difficulty or expense). If not, alternative methods of providing services must be offered, if those methods are readily achievable.

If the exact regulatory requirements of the Americans with Disabilities Act can not be met, it is important to remember that you must make good faith effort to provide alternative methods of eliminating any barriers that might prevent individuals with disabilities from participating in your WIOA funded training activities.

Good sources for information on how to provide suitable accommodations for individuals with disabilities are the Louisiana Rehabilitation Services Office in Shreveport (676-7155), The Disabilities Information Access Line (1-800-922-3425), or the Job Accommodation Network (1-800-526-7234).

WIOA GRANT APPLICANT

Date

Signature of Grant Applicant Representative

Date

EQUAL OPPORTUNITY AND NONDISCRIMINATION UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

Section 188 of the Workforce Innovation and Opportunity Act states:

No, individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age disability, or political affiliation or belief, and for beneficiaries only, citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA.

The United States Department of Labor has issued regulations that the City of Shreveport must comply with to assure that WIOA Services will be provided in an equitable and nondiscriminatory manner. To carry out this responsibility the City of Shreveport is required to make all organizations that it contracts with to provide WIOA services aware of the nondiscrimination and equal opportunity requirements of the Workforce Innovation and Opportunity Act. The contents of these regulations, known as 29 CFR Part 38 within the Federal Register, can be summarized into the following topics:

1. Prohibitions against discrimination on the basis of race, sex, age, disability, citizenship status, and religious or political beliefs in the provision of WIOA funded services.
2. Providing auxiliary aids and reasonable accommodations to individuals with disabilities so that they may apply for and participate in WOIA funded training activities.
3. The designation of Equal Opportunity Officers for local WIOA programs who are to assist organizations in complying with the nondiscrimination and equal opportunity requirements of WIOA.
4. The existence of a discrimination complaint procedure that allows individuals who believe they have been discriminated against in having access to WIOA services to file a complaint with the United States Department of Labor's Civil Rights Center.

Ms. Pamela Freeman is the designated Equal Opportunity Officer for the City of Shreveport's WIOA program. If you have any questions concerning the nondiscrimination and equal opportunity requirements of WIOA, and your obligations as a WIOA service provider, contact Ms. Freeman at 673-5900. Detailed information on the non- discrimination and equal opportunity requirements of WIOA, as contained in 29 CFR Part 38, can be obtained from Ms. Freeman or the following agency:

United States Department of Labor
Civil Rights Center
200 Constitution Avenue, NW
Washington, D.C. 20210
Telephone: 202-219-8927
TDD: 1-800-326-2577

FOR CONSULTANT CONTRACTS

Right of Review and Audit

CITY may review any and all of the services performed by CONSULTANT under this Contract. CITY is hereby granted the right to audit, at CITY's election, all of CONSULTANT's records and billings relating to the performance of this Contract. CONSULTANT agrees to retain such records for a minimum of three (3) years following completion of this Contract, except that records that are subject to audit findings shall be retained for three years after such findings have been resolved.

Name and Title of Authorized Representative

Signature

Date

RESOLUTION OF BOARD OF DIRECTORS

(Name of Corporation)

Be it resolved by the Board of Directors of
a corporation organized and existing under the laws of the State of
_____ and domiciled in _____,
that _____ is hereby authorized to sign any and all
contracts and/or agreements with the City of Shreveport and to do any and
all things necessary to execute the contracts and/or agreements on behalf
of
this corporation.

That I, _____, _____,
(Name) Authority (Position) of

hereby certify that the above and foregoing resolution is a true and correct
copy of a resolution of the Board of Directors of this corporation which was
passed at a meeting, duly call on _____ at which a
quorum was present. The foregoing resolution has been entered into the
records of this corporation, has been rescinded or modified, and remains in
full force and effect on this date.

Dated this _____ day of _____, 20____.

WITNESSES:

ATTACHMENT B
FOURTEEN (14) SERVICE ELEMENTS DELIVERY PLAN

Bidder's Name: _____

Element	Check if your agency is directly providing this element.	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element.	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.			
2. Alternative secondary school offerings.			
3. Summer employment opportunities directly linked to academic and occupational learning.			
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.			
5. Occupational skill training; which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations.			
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities.			
7. Supportive services.			
8. Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation.			
9. Follow-up services for a minimum 12-month period.			
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.			
11. Financial literacy education			
12. Entrepreneurial skills training			
13. Services that provide labor market and employment information about in-demand industry sectors and occupations			
14. Activities that help youth prepare for and transition to post-secondary education and training.			

Attachment C: Definitions of WIOA Youth Service Elements (14)

1. **Tutoring / Study Skills Training** includes instruction and evidence-based dropout prevention and recovery strategies that lead to completion of HS diploma or equivalent (including a recognized certificate of attendance or similar document for youth with disabilities) or preparation for post- secondary credentials.

2. **Alternative Secondary School Services** includes referral to formal alternative education programs or formal dropout recovery services, as appropriate.

3. **Work Experiences (WE)** are planned, structured, learning experiences that take place in a workplace for a limited period of time. They may be paid or unpaid and may occur in for-profit, non-profit or public sectors. As with all workplace relationships labor standards and laws apply. WEs provide youth with an opportunity to explore careers and develop skills. WEs must include a combination of academic and occupational education components. WEs include the following types of experiences:

- Summer Youth Employment - administrators of SYE programs must be competitively selected by the board via award of a contract or grant (employers used for SYE do not need to be competitively selected).
- Pre-Apprenticeship is a program, or set of strategies, designed to prepare individuals to enter and succeed in a registered apprenticeship program; a documented partnership with at least one or more registered apprenticeship programs must be in place. Providers offering occupational education for pre-apprenticeship must be on the Eligible Training Provider List.
- Internships & Job Shadowing are activities that provide the youth with an opportunity to explore an occupation or work environment and may include activities that allow them to gain employment and occupational skill competencies.
- On-the-Job Training is training provided by an employer to a paid participant who is engaged in productive work from which she/he gains the knowledge and skills essential to the full performance of the job and for which the employer is provided a reimbursement of up to 50% of the participant wage and for which the employer makes a commitment to hire the individual.

4. **Occupational Skills Training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required of certain occupational fields at the entry, intermediate and advanced skill levels. Priority must be given for training that leads to recognized post-

secondary credentials that are in in-demand industry sectors or occupations in the local area.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster refers to the integrated education and training model in which required education and training occur concurrently and contextually with workforce preparation activities and workforce training. Such a program element must describe how workforce preparation activities, basic academic skills, and hands-on occupational skills are to be

taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

6. Leadership Development are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors, such as:

- exposure to post-secondary educational possibilities,
- community and service-learning projects,
- peer-centered activities, including peer mentoring or peer tutoring,
- organizational and team work training, including team leadership training,
- training in decision-making, including prioritization and problem solving,
- citizenship training, including life skills such as parenting and work behavior training,
- civic engagement activities which promote the quality of life in a community, and
- activities that place the youth in a leadership role such as serving on a youth leadership committee or a Standing Youth Committee.

7. Supportive Services for youth are those that are designed to enable them to participate in WIOA activities and may include: linkage to community services; referrals to health care; and cost assistance with: transportation, childcare, housing, uniforms, work attire, work-related tools, protective gear, educational testing, and reasonable accommodations for youth with disabilities.

8. Adult Mentoring is a formal, in-person, relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the mentee. The activity must last for a period of at least 12 months and must be with an adult mentor other than the assigned youth case manager. Adult mentoring may

include workplace mentoring where the local program matches a youth participant with an employer or employee of a company who acts as a mentor.

9. **Follow-up Services** are critical services that must be provided for at least a 12-month period following the youth's exit from the program and are designed to help ensure that the youth is successful in employment or postsecondary education/training. Follow-up services may include: leadership activities, regular contact with the youth's employer to help address work-related issues, assistance with career pathway development or in securing a better paying job, assistance with further education or training and participation in work-related peer support groups, adult 2 mentoring or other services determined appropriate based on the needs of the participant. Follow-up must include more than only an attempted contact and must be documented in order to receive a performance outcome.

10. **Comprehensive Guidance & Counseling** is individualized to the participant, may include career and academic counseling, drug and alcohol abuse counseling, mental health counseling and referral to partner programs for which the youth counselor has coordinated the youth referral with the partner agency on behalf of the individual youth.

11. **Financial Literacy** is education or activities that: assist youth to initiate checking and savings accounts at banks and to make informed financial decisions; supports youth learning how to manage spending, credit, and debt, including student loans, consumer credit and credit cards; teaches the significance of credit reports and credit scores and rights regarding credit and financial information; teaches how to assure accuracy of a credit report and how to correct inaccuracies, and how to maintain or improve good credit; supports a participant's ability to understand, evaluate, and compare financial products and services; informs participants about identity theft, their rights in regard to it and ways they can protect themselves from it; and supports the financial literacy needs of non-English speakers through use of multilingual financial literacy and education materials.

12. **Entrepreneurial Skills Training** is training that provides the basics of starting and operating a small business, this training must develop the skills associated with entrepreneurship, such as: taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and how to communicate effectively and market oneself and one's ideas. Approaches to teaching youth these skills may include: educational programs that introduce youth to the basics of starting and running a business; enterprise development supports and services that incubate and help the youth develop their own business through access to small loans or grants, or that provide individualized assistance in development of viable business ideas; and may include experiential programs in which youth get experience in the day-today operation of a business and more.

13. **Provision of Labor Market & Career Awareness Information** are services that impart information to the youth about jobs that are in demand in the local labor market and that may include career awareness and exploration activities and career counseling.

14. **Activities to prepare youth to transition to post-secondary education include information about and preparation for college entrance** including information about applying to colleges, financial aid, entrance testing, student life, prerequisite courses and more.

PROGRAMMATIC STAFF ONLY

PERSONNEL SERVICE DISTRIBUTION

Position Title	No. of Positions	Hourly Rate	Hours/ Week	No. of Weeks	Total Cost	% of Project	% Other	Specify Other

BUDGET

A budget summary is required and will be used during the proposal rating process to determine the reasonableness of cost in delivering proposed services. The budget may be made a part of the contract. Cost identified in the budget may require negotiation.

ITEMS	AMOUNT
Personnel (Complete Personnel Service Distribution Form Attached)	
Fringe Benefits (Identify)	
Communications: Telephone	
Postage	
Materials and Supplies:	
Office Supplies (Identify item and cost)	
Training Supplies (Identify item and cost)	
Equipment (Identify Leased or Purchased Equipment):	
Miscellaneous:	
TOTAL WIOA BUDGET	

Item	Schedule
RFP Released – to Prospective Proposers	Tuesday, March 2, 2021
Pre-Bidder's Conference	Thursday, March 11, 2021 @ 2:00-3:00 PM VIA Zoom
Proposal Submission Deadline	Friday, April 9, 2021 @ 5:00 p.m.
Department Review and Rating of Proposals	Monday, April 12, 2021 – Friday, April 19, 2021
Presentation of Recommended Grant Recipient (s) to LWDB 71	Thursday, April 23, 2021
Send Award Notice	Monday, April 26, 2021
Contract Negotiations	Thursday, April 29, 2021
Generate Contracts	Friday, April 30, 2021
Effective Date of Awarded Contracts	July 1, 2021 through June 30, 2022

** The City of Shreveport, Department of Community Development reserves the right to deviate from these dates.*

**RECEIPT OF ACCEPTANCE:
BIDDER'S CONFIRMATION RECEIPT
REQUEST FOR PROPOSAL (RFP)
2021 YOUTH PROGRAM**

BIDDER'S NAME: _____

DATE SUBMITTED: _____ TIME RECEIVED: _____

RECEIVED: _____ US Postal _____ FedEx _____ UPS _____ Hand Delivered
Other: _____

YOUTH PROGRAM BIDDING ON:

_____ In-School

_____ Out of School

Checklist:

_____ 3- Original Proposal

_____ 1- Electronic Copy of Proposal via email

Confirmation Notification:

The Community Development Louisiana Workforce Development Board 71 has received your Request for Proposal (RFP) package.

Thank you for your interest in serving as a contractor for the LWDB 71. Proposals will be reviewed and an announcement of a Contractor will be determined in the near future.

Again, we appreciate your interest.

Sincerely,

Herman Vital

Herman Vital, WDB Director
Community Development LWDB 71